

## Instructions for 11 IKC Long Abstracts

- Download the files 11\_IKC\_template.dotx and 11\_IKC\_template-example.pdf.
- View the 11\_IKC\_template-example.pdf and the general lay out will be self-explanatory. The template operates based on “Styles”, displayed in the upper right of the “Home” tab. By marking a section of text and selecting the appropriate style, the correct formatting is achieved. If you are using a text editor other than MS-Word, the correct fonts and formats are given in the example file.
- Open 11\_IKC\_template.dotx (for some versions of Office you may need to right click on the template and then choose “open”).
  - a. In the “header” (double click on the header to edit) you need to insert the 4 digit abstract number noted on your acceptance letter.
  - b. Through either typing or “copy” and “paste special – unformatted text” populate the various fields. If you lose the correct formatting, mark the relevant section and re-apply the correct Style from the Home tab.
  - c. Email addresses in affiliations: MS-Word, by default, converts email addresses into clickable hyperlinks (with a blue font and underlined). Press the “undo” arrow (top left in MS-Word) to reverse that. If several authors share a single affiliation, list their email addresses (separated by a comma) in the sequence of author order at the end of the shared affiliation. Note that only abbreviated affiliations and not full postal addresses are requested.
  - d. Paragraphs in the main body of text are separated by a blank line (no indentations).
  - e. Insert your figures and tables in the text. You may wish to select in “Layout Options”: “With Text Wrapping – Top and Bottom” and possibly also “Fix position on page”.
  - f. Multiple figure/table captions can be created by copying and pasting the appropriate field ([Insert figure/table caption here]) below all your figures/tables. The correct positioning of figure/table captions has to be checked as the very last step, as any subsequent insertions or formatting changes can cause figures/tables to move away from their associated captions.
  - g. References are formatted according to the style of Contributions to Mineralogy and Petrology. For detailed instructions see:  
[http://www.springer.com/earth+sciences+and+geography/geology/journal/410?detailsPage=pltci\\_1060597](http://www.springer.com/earth+sciences+and+geography/geology/journal/410?detailsPage=pltci_1060597)
- Long abstracts are **limited to 3 pages** (including figures and references; **page size is A4**).
- Save your Word document and convert into a pdf file. If you have no access to Adobe Acrobat Professional, a free pdf printer is available at:  
<http://www.cutepdf.com/Products/CutePDF/writer.asp>
- Check the pdf file for errors (the authors remain responsible for all content and formatting errors)
- The filename must be **11IKC-XXXX.pdf** with XXXX standing for your abstract number
- Only this pdf file is submitted through 11 IKC website